

Tax and super obligations

If you are pausing or permanently closing your business, you must still meet your tax and super obligations. This may include:

- fringe benefits tax
- pay as you go (PAYG) withholding for employees
- Super guarantee (SG) for your employees
- income tax – including any capital gains tax (CGT) events
- GST.

Before pausing or permanently closing your business you need to contact us to discuss your changed circumstances, if you:

- were on a payment plan for amounts you owe
- had arranged for the deferral of some or all of the amounts you owe.

By contacting us, we will be able to provide more personalised support based on your individual circumstances.

You still need to pay the minimum amount of super for your employees (based on their ordinary time earnings for the quarter) into the correct fund by the due date to avoid becoming potentially liable to pay the SG charge.

The SG charge is different to the regular super contributions you pay and includes:

- SG shortfall amounts
- interest on those amounts
- an administration fee of \$20 per employee, per quarter.

If you cannot pay the full SG contributions, pay as much as you can to their fund by the due date, as this will reduce the SG charge. You will need to lodge an SG charge statement within a month of the SG due date and pay the charge to us to avoid additional penalties.

If you are having trouble paying the SG charge to us, we can work with you to set up a payment arrangement.

 For more information, see ato.gov.au/helpwithpaying

Single Touch Payroll

STP reporting provides important information to the ATO. Having the most up-to-date employment information helps us support the community.

If an employee's employment has ended, make sure you report their cessation (end) date in your STP report. If you have already paid them their final pay, you can still tell us this information by submitting an update event.

If you have let employees go, you don't need to wait until the end of financial year to finalise your STP data. Finalising is an important step as it allows individuals to lodge their income tax return at the end of the year.

For more information, see ato.gov.au/STP and ato.gov.au/finalisingSTP

Pausing your business

You or your registered tax or BAS agent can let us know that you no longer need to report to us through:

- Online services for business – select **Employees**, then **STP deferrals and exemptions**, and select the most appropriate option
- Online services for agents – select **Business** then **STP deferrals and exemptions**.

Disposing of capital assets

There may be GST and CGT implications when you dispose of your capital assets.

See ato.gov.au/ceasingbusiness

Record keeping

Whether you are pausing or permanently closing your business, you will need to keep records of all transactions relating to:

- ✔ sales (including the sale of your business and assets if applicable) and purchases
- ✔ payments to employees
- ✔ payments to other businesses.

For more information, see ato.gov.au/ceasingbusiness_records

More information

If you're affected by a recent event or disaster such as a bushfire, COVID-19, cyclone, drought, flood or storm and you need assistance with your tax affairs, we can help you.

For more information, see ato.gov.au/disasters or talk to your tax professional for help tailored to your circumstances.

This is a general summary only

For more information, speak with your registered tax professional, or visit ato.gov.au/ceasingbusiness